

Attachment J-C8.1

Minimum Requirements for Site Specific Health and Safety Plan

The following is requirements for a safety and health policy and program document. The following are the minimum requirements for the SS HASP, however each plan shall be job specific and shall also address any unusual or unique aspects of the project or activity for which it is written. The HASP shall reflect with the employer's corporate safety and health program.

1. Signature Sheet. Title, signature and phone number of the following:
 - a. Plan Preparer
 - b. NASA Representative: Review HASP to verify that scope of work is complete.
 - c. NASA Safety and Health Designee: Review document for compliance with OSHA. Review for impacts on adjacent NASA occupants.
2. Contractor Information
 - a. Prime Contractor
 - b. Contract or task number
 - c. Project Name
 - d. Accurate project description and location
 - e. Contractor accident experience (provide information such as experience modification rate (EMR), OSHA 300 forms, corporate safety trend analysis)
3. Statement of Safety and Health Policy. Provide a copy of the current corporate/company Safety and Health Policy statement.
4. Responsibilities and lines of Authorities
 - a. Identification and accountability of personnel responsible for safety, at both corporate and project level.
 - b. Lines of Authority
5. Subcontractors. Provide the following:
 - a. Identification of subcontractors
 - b. Means for controlling and coordinating subcontractors
 - c. Safety responsibilities of subcontractors.
6. Training
 - a. List mandatory training and certificates that are applicable to this project (ex. Confined space , crane operator, respiratory protection, HazWOpER, etc) and any requirements for periodic retraining/recertification.
 - b. Identify requirement for supervisory and employee safety meetings (who attends, when given, who will conduct, etc)
7. Safety and Health Inspections. Provide details on the following:
 - a. Who will conduct safety inspections (ex. Project Manager, safety professional, supervisors), inspector's training/qualifications, frequency of inspections, process to record inspections, deficiency tracking system, follow-up procedures, etc.
 - b. Any external inspection/certifications that may be required.
8. Safety and Health Expectations, incentive programs and Compliance.
 - a. A brief description of the company's safety incentive program.

- b. Policies and procedures regarding noncompliance with safety requirements.
- 9. Accident Reporting. The contractor shall identify who, how and when the following will be completed:
 - a. Exposure data
 - b. Accident investigations, reports and logs
 - c. Immediate notification of major accidents
- 10. Plans, Programs and Procedures
 - a. Emergency Response Plans
 - i. Procedures and posting of emergency phone numbers
 - b. Spill plans
 - c. Hazard Communication Program. Provide location of MSDS, records of employee training and inventory of hazardous materials (including approximate quantities and a site map) that will be brought onto Government property by Contractor and subcontractors.